

This check list, together with the form KS0308-E, fullfills the requirements of the Manning Regulations § 4.1.
The check list is not exhaustive

Name of ship:

Ship's callsign:

Date:

§ 8 Proposal for a minimum safe manning level

	Yes	No	N.A.
<i>(1) The company shall propose a minimum safe manning level which is necessary to maintain the safety of the ship and those on board and prevent pollution of the marine environment.</i>			
<i>(2) The submitted proposal for a minimum safe manning shall be based on:</i>			
a) Safety Management System			
Is there an approved Safety Management System for the ship?			
Does the Safety Management System cover all necessary operations on board?			
Are all operations carried out as described?			
b) Risk Analyses			
Have causes for and consequences of unwanted incidents been disclosed for operations part of the normal operation of the ship, in order to identify risk for persons on board, the ship itself and the marine environment?			
Are there special elements that the ship management and the employees' elected representatives need to focus on?			
c) Evacuation Analysis			
Is the safe manning level and composition in accordance with the evacuation analysis?			
d) Organization Plan			
Are the areas and distribution of responsibility clearly defined, including non-conformance report and follow-up?			
Will the safe manning be able to safely maintain operation and safety?			
Will the safe manning be able to meet the prevailing requirements for hours of rest?			
Will the safe manning be able to carry out the ship's security plan (ISPS)?			
e) Job instructions for each post in the organization			
Has consideration been given to instructions in which use of resources may compromise safety related operations?			
Is there need for additional manning pursuant to § 12 of the Manning Regulations?			
f) The technical standard of the ship, as well as type, size and trading area			
Is the safe manning based on the ship's size and trading area?			
Has the ship's technical standard been considered when the level and compositions of the safe manning was determined?			
g) Propulsion machinery output			
Are there special circumstances that should influence the composition of the safe manning?			
h) Alternations			
Is there an alternation requirement for any of the safe manning positions?			
If yes, has a separate job description pursuant to the alternation requirement been made?			



i) Job combinations or/and overlapping competence			
Is overlapping competence covered by the safe manning?			
j) Working hours arrangements to be applies in each cases			
2-watch system			
3-watch system			
Day system			
Shift system			
Is there an approved shift plan pursuant to the schedule/area in which the ship will be operating?			
Are there any dispensations related to the manning and the ship (area of operation / network)?			
Other:			
k) Number of passangers			
Will the safe manning be capable of carrying out the necessary tasks related to general fire preventive measures as well as passanger handling, search and rescue in a critical situation?			
Does the ship have an alarm plan / instructions?			

Safe operatons of the ship

<i>(3) The proposed safe manning shall cover all relvant operations, tasks and functions for the safe operation of the ship, including:</i>	Yes	No	N.A.
a) Watchkeeping both at sea and in port, as well as safety and emergency response drills			
Will the safe manning be able to meet with current watchkeeping requirements?			
Is the level and composition of the safe manning at all times in accordance with the emergency instrucions?			
Has the carrying out of safety and emergency response drills been taken into consideration in the proposed safe manning?			
b) Operation and maintenance of vital operating systems, including propulsion machinery and rescue and rescue and emergency response systems			
Will the proposed safe manning be able to ensure the operation of safety critical operating systems, such as:			
Propulsion machinery?			
Rescue systems?			
Emergency response systems?			
c) Operation and maintenance of technical equipment on the bridge and in machinery spaces, as well as in other control rooms			
Will the safe manning be to ensure the operation and maintenance of technical equipment related to:			
Bridge?			
Machinery?			
Control rooms?			
d) Operation and maintenance of internal and external communication equipment			
Will the safe manning be able to carry out required maintenance and testing of communication equipment and be able to adequately operate internal and external communication in an emergency situation?			
e) Maintenance of critical components			
Have procedures been prepared and reviewed?			



f) Catering requirements of the crew, as well as required cleaning			
Does the ship have a catering arrangement on board?			
Is the cleaning carried out by the crew?			
Is the cleaning carried out through external services?			
g) Anchoring and mooring, as well as making the ship ready for the voyage			
Is there a procedure for anchoring and anchoring watch available?			
Can the ship be safely moored by the safe manning?			
Is the safe manning level sufficient for carrying out the tasks necessary for making the ship ready for sea?			
h) Maritime operations such as navigation, manoeuvring, stability etc.			
Is the safe manning level sufficient for carrying out maritime and emergency operations as described in the shipping company's safety management system?			
i) Monitor the loading and unloading, securing and placement of cargo (dangerous cargo etc.)			
Is the safe manning level sufficient for monitoring the loading/unloading and securing of cargo?			
Are there special circumstances as regards transportation of dangerous cargo in the area in which the ship will be operating?			
j) First aid, treatment of injuries, and medical assistance			
Will the safe manning be able to carry out first aid as well as offer treatment of injuries and medical assistance?			
k) Safety training and other safety work			
Is safety training and other safety work covered by the proposed safe manning?			
l) Familiarization of new crew members			
Does the shipping company have procedures for familiarization of new crew members?			
m) Inspection of the intake of bunkers, supplies and provisions			
Will the safe manning be able to sufficiently supervise the intake of necessary supplies?			
n) Other operations essential to safe manning			
Are there other operations essential to the safe manning? Specify:			
Reference to current collective bargaining agreement (CBA)			



Comments from the employees' elected representatives

Comments from the ship's master / ship management

Comments from the employees' elected representatives / ship's master can also be submitted on a separate form.